



DEVELOPMENTAL DISABILITIES PLANNING COUNCIL
Retreat Planning Ad-hoc Committee
DRAFT MINUTES

July 8, 2010

3:00 p.m. – 5:00 p.m.

Developmental Disabilities Planning Council
3839 North 3rd Street, Suite 306
Phoenix, Arizona 85012

An ad-hoc committee meeting of the Developmental Disabilities Planning Council (DDPC) was convened on July 8, 2010 at the DDPC, 3839 North 3rd Street, Suite 306, Phoenix, Arizona 850012. Notice having been duly given. Present and absent were the following members of the DDPC.

Members Present

Monica Cooper Rosemarie Strout Rhonda Webb
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Staff/Guests Present	Members Absent
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Larry Clausen, Executive Director Roberta Blyth, Fiscal Manager Marcella Crane, Contracts Manager Ashley Starr, Executive Assistant	
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A. Call to Order:

Larry Clausen welcomed everyone to the Developmental Disabilities Planning Council (DDPC or Council) Retreat Planning Ad-Hoc Committee meeting. The meeting was called to order at 3:05 pm

B. Select / Nominate Chairperson

Rhonda Webb nominated Monica Cooper as the Retreat Ad-Hoc Committee Chair.

- A motion to nominate Monica Cooper as Chair was made by Rhonda Webb
- Motion seconded by Rosemarie Strout
- Motion carried. Monica Cooper was elected Chair of the Retreat Planning Ad-Hoc Committee.

C. DDPC Retreat Planning

The DDPC Retreat will take place over 1.5 days. Possible dates for the retreat are recommended as October 15-16, 2010, or November 5-6, 2010. The Committee discussed the following:

- Roberta Blyth reported that expenses incurred for the Retreat would be related to Council Areas of Emphasis, and as such would be considered non-administrative costs.
- Sites and locations were discussed. Chairperson Cooper emphasized the need to assure that any location considered was fully accessible. It was determined that the best locations would be in the Phoenix metropolitan area extending north to the Prescott area.
- An overnight stay was incorporated into the proposal to allow for convenience and to offer Council members the opportunity to bring family members (family members will be responsible for personal expenses) with them.
- After discussion, it was decided that the retreat should occur on a Friday afternoon and all day on a Saturday. This proposed schedule will allow professional Council members to be fully involved with being required to address work commitments that typically arise when meetings are held during the work week.
- In making arrangements, the Council will utilize a current state contractor that does event planning. The vendor will be responsible for locating and obtaining approval for hotel and conference accommodations on the preferred dates, as well as all other supplemental arrangements.
- It was suggested by Ashley Starr that charter transportation be considered for Council members if the location was outside of regular public transit routes and traveling would pose a hardship.
- Necessary planning should proceed without delay to ensure that the dates recommended for the retreat can be reserved.
- Decisions and recommendations will be provided to the Executive Committee or Full Council for final approval

D. Future Topics / Next Meeting Date

The Retreat Ad-Hoc Committee will meet on July 21st, from 9-10 am via teleconference. The DDPC office will be open to public participants.

E. Adjournment

- Motion to adjourn made by Monica Cooper
- Motion seconded by Rhonda Webb
- Motion carried, meeting adjourned 4:08 pm